**TRANSMITTAL SLIP** | DATE

TO: *EO/DDA*

ROOM NO. *7D18* | BUILDING *Hqs*

REMARKS:

4 APR 1983

*Duty. Book — cymade Registry*

4 APR 1983

FROM: *AD/OIS*

ROOM NO. *1206* | BUILDING *Ames* | EXTENSION

FORM NO. 241  REPLACES FORM 36-8  (47)

25X1

OIS 83-241

1 APR 1983   DD/A Registry
83-0896

MEMORANDUM FOR:   Chief, Classification Review Division
                  Chief, Information and Privacy Division
                  Chief, Records Management Division
                  Chief, Regulations Control Division           REGISTRY

25X1   FROM:                                                      70-1

                  Acting Director of Information Services

25X1   SUBJECT:        Non-Duty Hour Requests for Support

       REFERENCE:      OIS Memorandum dated 9 September 1981;
                       Same Subject


25X1   1.   Enough organizational and personnel changes have occurred during
       the past several months that the publication of the list designating key
       OIS Officers has been updated.  A copy of the list is attached.

       2.   The procedures as delineated in the referenced memo continue in
       effect during non-duty hour requests.  This list of key personnel will be
       used in lieu of a formal OIS Duty Officer roster and the DDA Duty
       Officer, when necessary, will contact our personnel as the subject matter
       requires.  The officer contacted will ensure that the request is complied
25X1   with as expeditiously and completely as possible.

25X1   3.   Support from the Agency Archives and Records Center (AARC) during
25X1   non-duty hours is obtained by calling
       and they will alert the AARC Duty Officer to the request,
       as has been the practice in the past.  Any direct request received by an
       OIS Officer during non-duty hours will be reported to the DDA Duty
       Officer through the Agency Security Duty Office (Ext. 6161).  The OIS
       Executive Officer will be advised at the beginning of the next regular
25X1   working day of any non-duty hour activities.


       Attachment:
         As stated

       cc:  EO/DDA
            Security Duty Officer
            Chief, A&RCB

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OIS/EXO/ [     ] js   (1 April 1983)

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